

**High Speed Two (HS2) Limited Board Meeting**  
**Minutes**  
**02 November 2017**  
**Boardroom, 2 Snowhill, Birmingham**

<b>Members</b>	<b>In Attendance</b>	<b>Apologies</b>
Richard Brown (acting Chair) Non-executive Director	Jim Crawford (items 05 and 07) Managing Director, Construction	David Higgins Chairman
Steve Allen Chief Financial Officer	[REDACTED] Construction Procurement Director	
Christine Emmett Non-executive Director	Nicole Geoghegan General Counsel and Company Secretary	
Mel Ewell Non-executive Director	[REDACTED] Commercial and Sponsorship Director	
Neil Masom Non-executive Director	Michael Hurn Department for Transport, Observer	
Roger Mountford Non-executive Director	[REDACTED] Strategic Communications Advisor	
Duncan Sutherland Non-executive Director	Andrew McNaughton Technical Director	
Mark Thurston Chief Executive Officer	[REDACTED] Deputy Company Secretary	
Jo Valentine Non-executive Director	Chris Rayner (item 05) Railway Operations Managing Director	
	[REDACTED] Director of Rolling Stock & Depots	
	[REDACTED] Commercial Development Director	

**1. DECLARATIONS OF INTEREST AND VALUES MOMENT**

- 1.1 Roger Mountford declared his interest as the Chair of Tri-Pillar Infrastructure Fund Plc.
- 1.2 The Board noted the values moment given by Neil Masom on the value of increasing visibility of the Board to the supply chain/ customers to receive direct feedback.

**2. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

- 2.1 The minutes of the meeting 05 October 2017 were agreed as a true record.
- 2.2 The Board noted that the minutes from the Board have been published up to date on the HS2 Ltd website.
- 2.3 The status of the actions were noted and the following updates were provided:
  - 2.3.1 Action 721: The Board noted that this action has been completed;
  - 2.3.2 Action 722: Track access and negotiation of the Train Service Specification – the Board received an update from the DfT observer that an update can be made available for the December Board;
  - 2.3.3 Action 726: [REDACTED] – Jo Valentine left the meeting whilst the DfT Observer provided an update on the current ongoing discussions. [REDACTED]

2.3.4 Action 732: ERP – the Board requested a further update on ERP at the appropriate time; and

2.3.5 Action 733: Future workload- the Board noted that this action was closed.

### **3. CEO MONTHLY REPORT AND MANAGEMENT INFORMATION**

3.1 The Board noted the CEO Summary and the monthly Board report for August 2017.

3.2 The following key points were raised and noted:

3.2.1 There has been positive health and safety performance for the period although lower near miss reporting which has been picked up as an Executive action to improve;

3.2.2 There will be an incident response scenario on 06 November 2017;

3.2.3 **The Board noted the launch of HS2 Ltd health champions. Mel Ewell advised of an app called Academy HQ which provides presentations and tests on fire safety, health and safety etc. HS2 will review the potential for use;**

**Action: Emma Head**

3.2.4 **The Board discussed and requested early visibility of the five areas of focus for the corporate plan;**

**Action: Mark Thurston**

3.2.5 **The Board requested visibility of the “25 asks” which were referenced at the Board briefing with local leaders;**

**Action: Nicole Geoghegan**

3.2.6 **The Board noted the Land and Property update and requested an update from the new Land and Property Director at the January Board, with an interim update in December via the CEO Report; and**

**Action: [REDACTED]**

3.2.7 **The Board requested an update on platform edge doors at the appropriate time.**

**Action: Andrew McNaughton**

### **4. REPORT FROM THE COMMERCIAL AND INVESTMENT COMMITTEE 18 OCTOBER 2017**

4.1 The Board noted the summary from the Commercial and Investment Committee. The verbal update from the Chair of the Committee was dealt with as part of item 5.

**5. ROLLING STOCK: FINAL TENDER EVALUATION MODEL**

5.1 The Board noted the paper seeking endorsement of the final calibration and Tender Evaluation Methodology for the Rolling Stock Invitation to Tender (ITT) for recommendation to The Department.

5.2 The Board were asked to note that this evaluation methodology will be included in the Invitation to Tender to be presented to Governance commencing in December 2017.

5.3 The Commercial and Investment Committee (CIC) Chair raised a process point with regard to the Committee meeting sitting prior to the conclusion of line of defence (LOD) 3 activity concluding.

5.4 The Chair of the CIC advised the Board that the Committee had met additionally on 01 November 2017 to consider the documentation which had not been previously available.

5.5 The Board requested that the process was required for LOD to be prior to CIC and written response.

5.6 [Redacted]

5.7 The CIC Chair referenced the report from the independent assurance panel (IAP) and that their focus was different to the CIC focus.

5.8 [Redacted]

5.9 The Board welcomed the rolling stock management team who provided an update since producing a response to the IAP report.

5.10 [Redacted]

5.11 [REDACTED]

5.12 [REDACTED]

5.13 [REDACTED]

Action: Steve Allen/ [REDACTED]

5.14 [REDACTED]

5.15 [REDACTED]

5.16 [REDACTED]

5.17 The Board discussed the Secretary of State (SoS) comments for in relation to the tender evaluation model.

5.18 [REDACTED]

Action: Chris Rayner [REDACTED]

5.19 Subject to the above discussion the Board approved the final calibration and Tender Evaluation Methodology for the Rolling Stock Invitation to Tender (ITT) for recommendation to The Department.

**6. UPDATE ON STATUS OF EUSTON MDP NEGOTIATIONS, IN PREPARATION FOR BICC**

6.1 The Board received a verbal update on the progress of the Euston Master Development Partner.

6.2 The Board noted the update progressing to invitation to submit final tenders with a contractual position consistent with heads of terms.

6.3 The Board noted the imperatives on the current programme for which the bidders have committed to the timetable. It was noted that should this position change, the programme will be paused.

6.4 The Board requested feedback from the inaugural Commercial Development Panel at the Board in the CEO Report.

Action: Mark Thurston

6.5 The Board noted the work and engagement on design approached with stakeholders including [REDACTED] during the procurement process.

6.6 The Board requested agreement of the process for the review of updates progressing to the Client.

**Action: Steve Allen** [REDACTED]

## **7. UPDATE FROM THE HEALTH, SAFETY AND ENVIRONMENT COMMITTEE**

7.1 The Board received a verbal update from the Health, Safety and Environment Committee on 25 October 2017.

7.2 The Board noted the attendance at the meeting by [REDACTED] of the Office of Road and Rail (ORR) and the items the Committee had considered.

## **8. UPDATE FROM THE REMUNERATION COMMITTEE**

8.1 The Board received a verbal update from the Remuneration Committee on 25 October 2017.

## **9. ARCHAEOLOGY UPDATE**

9.1 The Board noted the paper and received a presentation on the national communications campaign centred on promoting HS2 Ltd.'s historic environment and archaeology programme.

9.2 The Board requested that the media clips be circulated via email.

**Action:** [REDACTED]

9.3 The Board requested a paper/ update on the Communication Strategy.

**Action:** [REDACTED]

## **10. CORPORATE AFFAIRS REPORT**

10.1 The Board noted the corporate affairs report for October 2017.

10.2 The Board noted the conclusion of the Public Accounts Committee and the importance to close down the actions from this.

10.3 The Board requested circulation of the productivity paper

**Action:** [REDACTED]

## **11. NOMINATIONS COMMITTEE UPDATE**

11.1 The Board received a verbal update on the actions for the Nominations Committee.

11.2 It was agreed that the DfT will circulate the final version of the job description for succession planning purposes.

**Action: Michael Hurn**

**12. BOARD FUTURE WORKLOAD**

12.1 The Board noted the forward workload for the Board and agreed the addition of the following items:

12.1.1 An update from [REDACTED] and the Residents Commissioner; Phase 2 stations (absorbing the previous request for Leeds station); Business case timing review; and thought for the location of 2018 Board meetings to be reviewed to host at other sites/ along the line of route.

**13. CHAIRS REPORT**

13.1 There were no other items to be reported.

**14. ANY OTHER BUSINESS**

14.1 There were no additional items of business raised for discussion.

**Signed:**

**Date:**